

Town Manager's Monthly Report for July 2019



TOWN MANAGER'S UPDATE ...

- Attended the following Committee/Council meetings:
 - Pedestrian Safety Committee Meeting – July 9, 2019.
 - Planning Commission Meeting – July 9, 2019.
 - Ad Hoc Commercial District Planning Committee Meeting – July 16, 2019.
 - Special Council Meeting – July 17, 2019.
 - Council Meeting – July 26, 2019.
- Met with Kyle Gulbranson and Public Works Manager to examine the Bayard Street Extended drainage project. This was due to complaints of a property owner.
- Met with the new reporter from the Coastal Point, Kerin Magill.
- Met with Mike Biaocco of Kercher Engineering on July 16, 2019, to discuss with the street project.
- Attended the IPA meeting with other municipal managers to discuss future training needs on July 18, 2019.
- Attended the Delaware Association of Professional Administrators on July 18, 2019 in Milford.
- Attended the Association of Coastal Town's meeting on July 19, 2019.
- Worked with other municipal managers to re-draft by-laws for the City Manager's Association of Delaware on July 22, 2019.
- Along with the Public Works Manager, I met with local residents on July 24, 2019 to discuss drainage issues.

UPDATES FROM DEPARTMENTS

Re-valuation

- Informal appeals have been held.
- The new appraised value is \$797,765,638.00
- The new assessed value is \$398,882,819.00.
- Based on this information, the rollback tax rate is \$.174015 per hundred dollars of assessed valuation.
- Conducted formal appeal hearings on June 28, 2019 and July 26, 2019.
- Council granted two additional appeal requests. Property tax records were adjusted accordingly.
- Tax bills were sent out on July 24, 2019.

Town Manager's Monthly Report for July 2019



Budget

- The budget was approved by the Budget Committee on June 12, 2019 and was presented to Council and approved on June 28, 2019.
- Budget went into effect August 1, 2019.

Sidewalks

- \$496,266 for replacement of six blocks of sidewalk is included in the State's bond bill. Representative Gray was instrumental in accomplishing this. This amount will need to be approved by the State Legislature.
- Representative Gray was able to include \$250,000 in the State's bond bill for Coastal Highway Sidewalks.
- We have received approval from the State to begin work.
- The next step will be to get detailed engineering plans drawn up for the project. This is underway and we are waiting to hear from Kercher Engineering.

Dredging

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- We are currently seeking proposals from two engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.

Streets

- Micro-surfacing was completed in May.
- We are experiencing some issues with the micro-surfacing and we are investigating remedies with Kercher Engineering and APS (the construction company).
- Met with a representative of T2 Center with University of Delaware IPA to review the condition of the newly micro surfaced streets. The representative agreed we have pervasive surface marks, surface loss, gaps in longitudinal joints, edge variances, rutting in the wheel path, and joints do not appear neat and uniform.
- Mike Biaocco, Mike Locke and I met with a representative from APS on August 5. They will be making repairs to the streets in mid-September 2019.

Complus

- We are working with Complus to install a new parking ticket management system at the Police station.
- We have installed the billing and tracking component of the ticketing software and the Police Clerk and Town Clerk have been trained on this component.
- Handheld training will begin in the Fall.

Town Manager's Monthly Report for July 2019



Sustainability Grant

- The draft of the plan was presented to the Environmental Committee at the June 27th meeting.
- The Environmental Committee reviewed the draft and made recommendations. The final document is being prepared.

Telephone System Upgrade

- The Chief, Town Clerk and I met with four phone vendors to upgrade our current phone system.
- Comcast Voice Edge was chosen to replace our current outdated, unsupported phone system on July 26, 2019.
- The contracts have been signed, necessary cabling has been completed and the new system will be installed before the end of September.

Park Mobile

- Staff received training on May 20, 2019.
- Staff placed Park Mobile signage throughout the Town.
- The following table indicates that the Park Mobile app has been very well received.

May	June	July
47	149	140

Emergency Preparedness Workshop

- Met with Danielle Swallow and Julia O'Hanlan to discuss an emergency preparedness workshop for the local area on July 2, 2019.
- Held the first meeting with Selbyville and South Bethany to coordinate the workshop on July 31, 2019.

2019 Audit

- Audit engagement letter was signed with PKS as per the contract.